

S.M.A.R.T Goals Worksheet

A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed. Writing down your goals will allow you to envision the necessary steps.

SPECIFIC: What do you want to achieve?
Who needs to be involved to accomplish this goal?
When do you want to have your goal finished?
Why should you achieve this goal?

MEASURABLE: How will you know when you have accomplish this goal?

ACHIEVABLE: What skills are needed?
What resources are necessary?

RELEVANT: Is the goal relevant to you?
Does this goal help add to your future plans?

TIMELY: How will you know when you have accomplish this goal?

The Goal:



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Specific - What exactly will you accomplish? Who needs to be included?

Measurable - How can you measure progress and know if you have met your goal?

Achievable - Do you have the skills required to achieve this goal? If not, what resources are necessary?

Relevant - Is the goal in alignment with the overall mission or strategy?

Timely - When will this goal be achieved?

Today's Date: _____ **Target Date:** _____

Start Date: _____ **Date Achieved:** _____

Action Plan - What are the next steps to get to your goal?

1 _____

2 _____

3 _____

Target Completion Date:

1 _____

2 _____

3 _____

“A goal properly set is halfway reached.”
-Zig Ziglar



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